

# **MAYORAL AIDE**

## Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the Mayor's office with City Council, other City departments and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the Mayor; and to provide operational and administrative staff assistance.

# **Supervision Received and Exercised:**

Receives general supervision from the Mayor and City Council Chief of Staff.

## **Distinguishing Characteristics:**

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice. Moreover, the Mayoral Aide serves at the discretion of the incumbent Mayor and continued employment would be at the discretion of a newly appointed Mayor.

Mayoral Aide must be politically astute and sensitive to issues or requests that have the potential for controversy.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Facilitates meetings and events involving the Mayor's office; coordinates the Mayor's functions with those of other departments and outside agencies and organizations; schedules meetings and oversees the Mayor's calendar.
- Conducts research, briefs the Mayor, and prepares all materials for the meetings, appearances, and events attended by the Mayor; attends meetings and events with the Mayor or other staff; and conducts comprehensive follow-up to ensure resolution of issues that arise.
- Acts as the Mayor's representative in handling constituent inquiries or complaints.

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Mayoral Aide (continued)

- Serves as the liaison between the Mayor and internal and external individuals and organizations as necessary.
- Assists in planning and coordinating meetings, publicity programs and special events.
- Prepares written materials, correspondence, memos, editorials and articles.
- Participates, as assigned, on various committees or associations.
- Maintains and manages the Mayor's extensive Daily Meeting and Travel Schedule.
- Coordinates visiting dignitary's meetings, tours, and events.
- Coordinates Mayor / Council dinners and special events.
- Serves as the citizen contact for walk-in and phone complaints / issues.
- Maintains database of citizen inquiries and complaints.
- Conducts research and assists with drafting speeches.
- Coordinates Mayor's participation in various national organizations / committees.
- Demonstrates continuous effort to improve operations, streamline work processes and provide quality customer service.
- Attends City Council meetings.
- Assists in other daily functions of the Mayor's office as assigned.
- Performs related duties as assigned.

### **Minimum Qualifications:**

### **Experience:**

Equivalent to two years of full-time administrative or management support experience, preferably in a public agency.

### **Education:**

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Requires a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of this position.

### **Licenses/Certifications:**

None

# **Examples of Physical and/or Mental Activities:**

(Pending)

# **Competencies:**

(Pending)

Job Code: 257

Status: FLSA Exempt / Unclassified